

To report and view balances, choose to run the Year to Date Budget Report from the GVI Department Menu > GVI Inquiry and Reports.

The screenshot shows a software window titled "YTD Budget Report - MUNIS [US VIRGI...". The window features a menu bar with "My", "File", "Edit", "Tools", and "Help". Below the menu bar is a toolbar with various icons. On the left side, there is a sidebar with two buttons: "Seg Find" and "Report Options". The main content area contains several input fields and dropdown menus: "Org", "Object", and "Project" are each followed by a three-dot menu icon; "Rollup code" and "Rollup year" are text input fields; "Rollup program" is a dropdown menu; "Account type" and "Account status" are also dropdown menus. At the bottom of the window, there is a status bar that reads "Find records using the seg-account method." and a button labeled "OVR".

Choose SEG FIND from the left side menu and the following screen will appear:

GL Segment Find - MUNIS [US VIRGIN ISLAN...]

My File Edit Tools Help

Fund  ...

Function  ...

Island  ...

Department  ...

Division  ...

Activity  ...

Prog/Loc  ...

Bud Category  ...

Org  ...

Object  ...


Project  ...

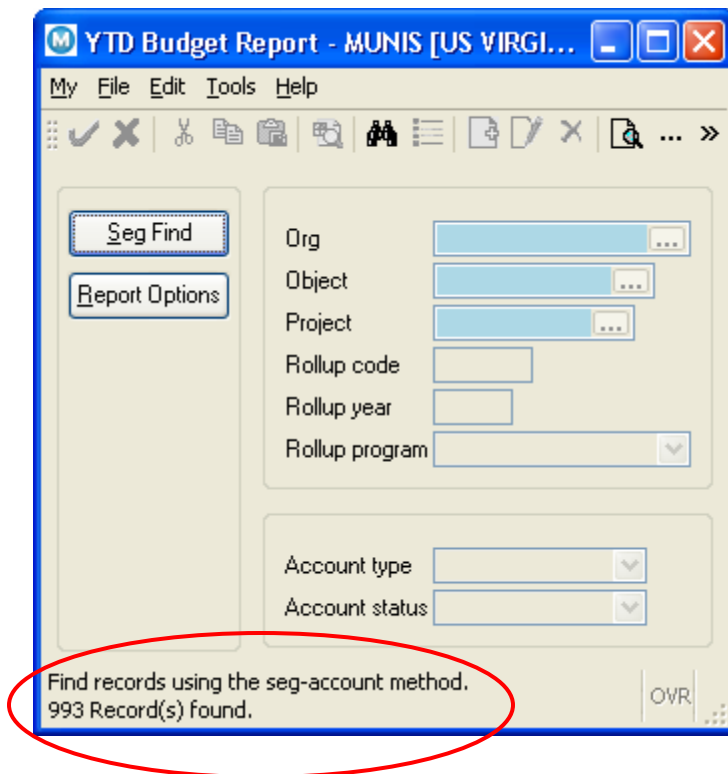
Account type  v

Account status  v

Enter Fund code

OVR

Enter the Department in the department section and choose the ACCEPT  tool button. This will find all accounts related to the department. The number of accounts found will display as shown below.



Choose REPORT OPTIONS from the left side menu. This will set how the report is to be sorted and totaled.

**Report Options**

My File Edit Tools Help

Sequence 1: 01 - Fund ☒ Total ☒ Page Break ☐

Sequence 2: 12 - Project ☒ Total ☒ Page Break ☐

Sequence 3: 07 - Prog/Loc ☒ Total ☒ Page Break ☐

Sequence 4: ☐ Total ☐ Page Break ☐

**Report title** BALANCES BY PROJECT AND OPTIONS

Print Options Additional Options

Include only accounts that used  % or greater of budget

Totals only ☐

Account description Full

Print full GL account ☐

Format type Standard format

Double space ☒

Suppress zero bal accts ☒

Year/period Within year/period  /

Print MTD version ☐

Incl inception to soy ☐

Roll projects to object ☐

Carry forward Totals (GAAP)

Check to print full GL account.

OVR

Choose to run the report to be sorted by the following above.

This report will be very large so it is also suggested at this time to run without any detail as shown on the ADDITIONAL OPTIONS TAB

**Report Options**

My File Edit Tools Help

Sequence 1: 01 - Fund ☒ Total ☒ Page Break ☐  
Sequence 2: 12 - Project ☒ Total ☒ Page Break ☐  
Sequence 3: 07 - Prog/Loc ☒ Total ☒ Page Break ☐  
Sequence 4: ☐ Total ☐ Page Break ☐

**Report title** BALANCES BY PROJECT AND OPTIONS


Print Options Additional Options

Include requisition amounts ☐ Include budget entries ☒  
Print Revenues-Version headings ☐ Include encumb/liq entries ☒  
Print revenue as credit ☒ Sort option Purchase orders  
Print revenue budgets as zero ☐ Detail format option Standard format  
Include fund balance ☐ Include additional JE comments ☒  
Sort/total budget rollup ☐ Print MY's in one year view ☐  
Print journal detail ☐

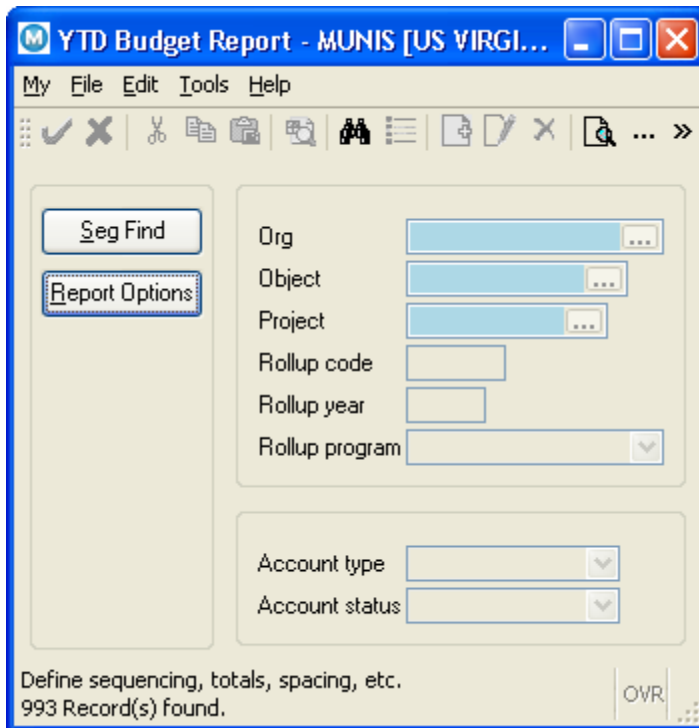
From yr/per 2007 1  
To yr/per 2007 8



Check to include journal entry detail.

OVR

Choose the ACCEPT  tool button to save these report options.

Choose FILE and EXIT to return to the main report screen and to print the report.



Choose to print the report by choosing FILE and OUTPUT from the menu bar or display the report on screen by choosing the DISPLAY  tool button. The report can also be exported to excel by choosing the EXCEL  tool button located on the menu bar (choose the >> tool button to see this option as shown below)

